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**To:** Victor Ketellapper  
**From:** Steven Paris  
**Date:** June 14, 2005  
**Subject:** MAY 2005 MONTHLY STATUS REPORT

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## **Task 1 – Scoping Meeting**

### ***Task Accomplishments***

- There were no activities on this task during the reporting period.

### ***Task Forecast***

- No work is anticipated under this task in the future.

### ***Issues***

- No funding remains for this task.

## **Task 2 – Monthly Reports**

### ***Task Accomplishments***

- The subject report was prepared.

### ***Task Forecast***

- Monthly progress reports will be prepared until completion of the project.

### ***Issues***

- No issues were identified with this task this reporting period.

## **Task 3 – Fact Sheets**

- No issues were identified with this task this reporting period.

### ***Task Accomplishments***

- There were no activities on this task during the reporting period.

### ***Task Forecast***

- There are no activities scheduled for this task in June.
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### **Issues**

- Total Costs revised to \$10,063 to include markup not previous reported.

### **Task 4 – Newspaper Advertising**

#### **Task Accomplishments**

- There were no activities on this task during the reporting period.

#### **Task Forecast**

- There were no activities scheduled for this task in April.

### **Issues**

- Total Costs revised to \$1,759 to include markup not previous reported. Unfortunately, this brings this task over budget.

### **Task 5 – Stakeholder Action Plan**

#### **Task Accomplishments**

- Data development
  - Continued contacting assessment participants with questions as necessary to clarify or elaborate on issues.
  - Responded to comments and inquiries of community stakeholders, as appropriate.
- Data analysis
  - Continued refining analytical insights during the process of developing the final presentation and report.
  - Continued developing 'analytical notes' and 'research and methodology journal' documents.
  - Continued consulting with Victor Ketellapper, EPA VB-I70 Program Manager regarding issues that have arisen.
- Deliverable Development
  - Developed presentation for EPA Site Program Manager and other agency program managers and supporting staff.
  - Made presentation at EPA in Denver on May 26<sup>th</sup>.
  - Finalizing draft final report that will be available to the public.



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### **Task Forecast**

- The components of the final report have been written in a detailed working outline format, tables, and detailed notes from which the presentation was developed. We will complete integrating these components and final during the next few days. We expect to deliver the final report document to the EPA for review early in the week of June 6. We anticipate only minor changes, if any, in the document. We anticipate that these would address any potentially politically sensitive language that might remain in the document.

### **Issues**

- None

### **Task 6 – Revision of the Community Relations Plan**

#### **Task Accomplishments**

- There were no activities on this task during the reporting period.

#### **Task Forecast**

- SUMMIT will revise CIP as directed by EPA.

### **Issues**

- Not applicable.

### **Project Costs**

EPA VB/I70 Ph 2		Budget	Total Costs
	EPA VB/I70 Ph 2		
	Task 1 Meeting	\$435	\$434
	Task 2 Monthly Reports	\$1,500	\$973
	Task 3 Fact Sheets	\$10,476	\$10,063
	Task 4 Advertising	\$1,662	\$1,759
	Task 5 Stake Act Plan	\$38,927	\$38,917
	Task 6 Rev CRA	\$11,924	\$10,660
	Total EPA VB/I70 Ph 2	\$64,923	\$62,806

Costs reported as of 5/31/05